

NBM FIRE PLAN
Version 4
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Overview- Our Local Risk

Overview- the Ash Wednesday Bushfires and Trentham's local risk

- The Trentham region has been identified by the CFA as having “**extreme**” fire risk
- We have been identified by the CFA as being at risk for both forest and grass fire (see CFA area map)
- Victoria's natural environments are some of the most fire-prone areas in the world. High temperatures and limited summer rainfall produce conditions of very high fire danger in Victoria's eucalypt forests.
- **Sudden strong wind changes** that hamper efforts to control fires are also common. Bushfire danger becomes serious in some parts of Victoria every few years.
- In 2009, 170 were killed in the Black Saturday bushfires which affected many surrounding regions of Victoria.
- During the Ash Wednesday Bushfires in 1983, 7 people died and 628 buildings were destroyed in the East Trentham/Mt Macedon region. This fire was caused by a sparking power line contacting a tree in Trentham (10km from NBM). The Trentham township itself escaped the blaze due to wind changes, but the towns of Macedon and Mt. Macedon were razed. This deadly fire affected the Wombat State Forest (our neighbouring forest). (The Courier Newspaper:
<http://www.thecourier.com.au/story/329504/trenthams-fiery-place-in-history/>)
- Bushfires as severe as the Ash Wednesday fires appear to occur six to ten times a century (Forest Fire Management Victoria
<https://www.ffm.vic.gov.au/history-and-incidents/ash-wednesday-1983>).
- The fact that the CFA was notified quickly of this fire via our local fire tower at Blue Mount (behind the monastery) and responded did not prevent this bushfire.

- Please be aware that the fire risk at Newbury may be higher than at other monasteries that you have stayed at.
- Our fire procedure has been designed for our local environment. It may be different to the procedures of other monasteries. Please familiarise yourself with it and follow all directions from the chief warden and area wardens.
- Our policy is to evacuate early to the BSV (the morning of an extreme fire warning). Normally this leads to a closure of the monastery at least once annually around February.
- *“We can't be there, we can't guarantee to be there. And the best thing for us is not to have people there on the high fire days.”* - CFA District 15 operations officer Archie Conroy, about the CFA's ability to respond to bushfire in our neighbouring Blackwood area
<http://www.thecourier.com.au/story/564101/blackwood-fire-risk-residents-say-town-indefensible/>
- **Conditions may change suddenly and the CFA advises expecting no more than 30 minutes notice for evacuation.**
- **Not all fires occur during the day. Please be aware that you may be asked to evacuate during the night.**

Additional Reading:

- **CFA Online Trentham Fire Threat Map:**

http://cfaonline.cfa.vic.gov.au/mycfa/Show?pageId=publicDisplayDoc&fname=2017/CIG-GMP-Trentham-4_00_78451.pdf

ABOUT NBM'S FIRE READINESS

NBM is committed to maintaining the fire readiness of our community. We do this in the following ways:

- By appointing a chief fire warden and relevant area wardens
- By having a written fire plan (stored in the red folder in the office) and available online.
- By holding at least one evacuation drill annually and implementing improvements from the observer's report
- By maintaining our fire equipment, which includes
 - The smoke alarm system
 - Fire extinguishers at exits
 - Fire blankets in kitchens
 - Nine fire hydrants (at monks' side).
 - A fire-fighting trailer (400L fire pump)
 - 3 x fire rakes (fire-fighting rakho) in garden shed
 - Fire hoses x four, including two at womens' lodge, one at nuns' cottage, and one in the carpark
 - Seven fire hoses at the monks' side: two at the sangha house, and one at each of five kutis.
 - Sprinklers on wooden verandah (monks).
 - Illuminated exit signs
 - Evacuation diagrams signed in every room and entrance points
 - Bushfire information signed in every room (short-notice evacuation and preparing an evacuation kit)
 - The siren and communications equipment (2x walkie talkies and the emergency phones. Three battery-operated radios).
 - At least 1 or 2 automatic vehicles which can be used for evacuation on the property at all times on very high fire risk days
 - Emergency evacuation boxes for cars (contains woollen blankets for sheltering inside a car)
 - Personal protective clothing (coveralls and boots, gloves and non-flammable wide-brimmed hats, P2 filter masks)
 - 3 x 20,000 L tanks (two monks' side and one nuns' new area)
 - 2 x 248,000 L tanks (monks' side) (bore water)
 - 1 x 172,000 L tank (nuns' side) (rain water)

- water tank near nuns' cottage
- By completing fuel reduction as required by council- i.e. gutter clearance, boundary slashing of 10 metres, removal of leaf litter, correct wood storage, grass cutting and baling, etc. .
By briefing all incoming guests about the fire plan and evacuation procedure on arrival.

SUMMARY: ACTIONS TAKEN AT EACH FIRE RATING



- Know your fire danger rating video:
<https://www.youtube.com/watch?v=QqwwCWeG7qM>
- About Warnings and Advice:
<https://www.youtube.com/watch?v=6CTSM6JoB4Y>
- **Low moderate and high:** continue routine fire prevention activities
- **Very high:** 1-2 automatic vehicles to remain on the property in case of evacuation. Have your phone on and not on silent for the 24hrs of the rating.
- **Severe:** On notice for evacuation. Bushwalking is not allowed. Have your phone on and not on silent for the 24hrs of the rating.
- **Extreme:** evacuate on the morning of an extreme fire warning. Take your phone with your for evacuation.
- **Code Red:** to leave on the night before
- **Total fire ban:** Avoid machinery work that may cause sparking e.g. chainsaws, lawnmower and farm machinery. Refer to the "Can I or Can't I" document on the CFA website:
<https://www.cfa.vic.gov.au/warnings-restrictions/can>

OUR TRIGGERS TO LEAVE

We leave on the morning of an EXTREME fire rating day, irrespective of whether there is fire in the region.

OR we leave if advised to do so by a VicEmergency advice

OR if advised by the chief fire warden to do so.

DAILY CHECK OF FIRE RATING DURING FIRE SEASON

- Chief fire warden and nuns' area warden or delegate should check the fire rating during breakfast set up and update the sign. The rating is to be announced before food is offered in presence of the respective community (very high, severe and extreme ratings). Total fire bans should also be announced. The community should be informed of relevant actions to be taken.
- A roll-call should be made to check that all individuals have been informed.
 - Informing retreatants: the retreat supporter should be requested to pass on a slip with the rating and relevant action to be taken. (Pre-prepared slips should be used)
 - Slip should be given at breakfast time (irrespective of whether retreatant takes breakfast or not).
 - Breaking a retreat due to a long notice evacuation: chief fire warden or nuns' area warden should issue a slip requesting that the retreat is broken (to be delivered by retreat supporter) (in communication with relevant sangha representative where applicable or relevant senior monastic).
- Wednesdays and Thursdays: individuals not attending breakfast to be informed individually by an appointed person (appointed on that morning).

BRIEFING GUESTS AT THE TIME OF ARRIVAL

- Briefing is to be conducted by accommodation officer (AO) or AO's delegate in the monks' and nuns' areas respectively
- All guests should have the following pointed out to them at the time of arrival:
 - DURING FIRE SEASON: Basic details of our short-notice bushfire evacuation procedure & how to prepare an evacuation kit (document in rooms).
 - OUTSIDE OF FIRE SEASON: the evacuation diagrams present in the rooms.
 - Year round: how to use the bushwalking log book.
 - The existence of the fire plan & how to access it.

PERSONAL EVACUATION KIT FOR RESIDENTS

Residents should prepare a personal evacuation kit in a small bag which contains your important documents. This will assist you if we are evacuated at short notice.

These documents should be stored together in the designated location which also has gloves, a hat, and a filter mask, all of which should be brought with you (you can take your coveralls and boots from their normal storage place and wear them) for a short-notice evacuation.

During the COVID period, your evacuation kit should also include a pack of masks.

PERSONAL EVACUATION KIT FOR SHORT-TERM GUESTS

Guests should be informed to bring clothing suitable for short notice evacuation before they arrive (via the conditions of stay and stay email). This would include a cotton long-sleeved shirt and suitable pants such as jeans, as well as boots if possible. Guests who do not bring appropriate clothing should be given coveralls if possible (may not always be possible due to limitations on monastery stock of coveralls).

Guests should prepare a personal evacuation kit in a small bag which contains your important documents.

These documents should be stored together in the designated location which also has gloves, a hat, and a filter mask, all of which should be brought with you (you can take your long-sleeved shirt and jeans and boots from their normal storage place and wear them) for a short-notice evacuation.

During the COVID period, your evacuation kit should also include a pack of masks.

ABOUT BUSHWALKING AND REMOTE LOCATIONS AT NBM

- All bushwalkers must record the details of their walk in the bushwalking log book with sufficient detail so that it is possible to find you in an emergency.
- Guests and residents should be informed about the bush-walking log book at the time of arrival by accommodation officer or accommodation officer's delegate in monks' and nuns' areas respectively
- This includes walks within the property as it is not possible to hear the fire siren at all locations
- Choosing to walk in vehicle accessible locations will improve your chances of being evacuated successfully in the case of a short notice evacuation
 - Vehicle accessible walking options: Beaches Lane and Morris Lane, , any of the grassed paddocks.
- Please be aware that mobile phone reception in our area is poor.
- **Bushwalking is not allowed on severe fire risk days**

ABOUT FIRE RISK AND THE USE OF VEHICLES

- At least 1 or 2 x 5 seater automatic vehicles must remain on the property on **very high** fire rating days in case of short notice evacuation
- All drivers should log their vehicle use in the log book & white board and consider the fire risk before taking vehicles off the property
- Be sure to fill up any vehicles when you go out so there is enough fuel in the tank in case we have to leave suddenly (at least half a tank or more at all times).
- All residents and monastics should endeavour to maintain an up-to-date driver's license to assist us in the case of evacuation

RESTRICTIONS ON FIRE LIGHTING/BURNING AT NBM

The use of candles and incense is not allowed on the property except in the following locations:

- In the candle holders in the main shrine hall

If you need to burn off materials on the property, please notify the chief fire warden, who may also request that you notify the CFA. Care is required when using machinery which may cause flames or sparks. Further reading: *Can I or Can't I* document- CFA website

<https://www.cfa.vic.gov.au/warnings-restrictions/can/>

ABOUT FIRE-FIGHTING AT NBM

No matter how small the fire is, the chief fire warden should be notified after the fire has been put out (or on the outbreak of a fire if possible). In respect of small fires that may start at NBM, please use common sense in choosing to fight the fire or seek help (e.g. from the chief fire warden or CFA).

Our policy in respect of bushfires is to leave early.

REPORTING SUSPICIOUS BEHAVIOUR (ILLEGAL FIRE LIGHTING AND ARSON)

- To report suspicious behaviour, including burning on total fire ban days, call Crime Stoppers on 1800 333 000 or 000, or report online.

SHORT NOTICE EVACUATION PROCEDURE—NEWBURY BUDDHIST MONASTERY

Actions for a short notice evacuation

- On receiving notification of a nearby bush fire:
- Monks' side: Alert the chief fire warden, so an evacuation can be called if necessary. The chief fire warden will then call the nuns' side if necessary.
- Nuns' side: Alert the nuns' area warden, who will call the chief fire warden.
- If no response from the other community: proceed to call alternative numbers.
- If still no response: proceed to sound siren and do a headcount for your own side BEFORE sending someone to the other community to check.

Sounding the siren: monks

- The chief fire warden will sound the siren at the appropriate time for 5 minutes continuously.
- The chief fire warden/deputy chief fire warden/monks' area warden must bring the bushwalking log book, stay register, mobile phone and charger and walkie talkies with them to the sangha house evacuation point.
- Chief fire warden/deputy fire warden/monks fire warden to lock sangha house.
- A headcount will then be conducted prior to meeting the nuns' side evacuees at the main carpark before departing together.

Sounding the siren: nuns

- The nuns' area warden will sound the siren continuously for 5 minutes at the appropriate time.
- Any supporters who are en route bringing dana can be phoned at this point (use dana roster).

- The nuns' area warden must bring the bushwalking log book , stay register,, and mobile phone and charger and walkie talkies with them to the carpark evacuation point.
- Nuns' fire warden to lock office.
- A headcount will then be conducted prior to meeting the monks' side evacuees at the main carpark before departing together.

On hearing the siren (for residents and guests)

- Bring your evacuation pack with you.
- Inappropriate clothing is a major cause of personal injury in the case of a fire. Those residents with access to coveralls (all long-term residents) should change immediately into protective clothing (coveralls and boots if available) on being notified of an approaching fire or on hearing the fire siren. Guests should change into jeans, long-sleeved shirt and boots.
- If in your room: shut the windows, and lock door if possible.
- Proceed directly to the car-park (nuns' side) or sangha house (monks' side) for roll-call.

Conducting a roll call

- Check the bushwalking log book for bushwalking entries.
- The monks' and nuns' fire wardens will conduct a roll-call for male and female residents and guests in their respective areas.
- It is the duty of the bhikkhu and bhikkhunī representative to maintain an accurate list of residents on the property.
- Volunteer to be recorded in the volunteer register book (managed by volunteer liaison officer).
- The chief fire warden will be on the phone to the CFA at this point and will be able to advise about the potential risk. It is important to follow the directions from the chief fire warden.
- After checking if there is adequate transport for the community, day visitors and guests can be sent home or to the BSV, provided it is safe to do so.
- If someone is missing, send the relevant area warden to find them depending on the risk and at the discretion of the chief fire warden.
- You will be informed by the chief fire warden about the danger and whether there is time to collect your things.

Evacuating other locations:

- Bushwalkers
 - The siren cannot be heard in the forest. Try calling the person, but there may be no phone reception, depending on the network.
 - Can be collected by vehicle if any entry has been made in the bushwalking log book depending on time constraints.
- Container Kutis (nuns' side)
 - The nuns' fire warden should bring and check the container in the case of an evacuation.
 - The evacuation siren has **low audibility** in all three container kutis.
 - You may not be able to hear the siren in the case of an evacuation.

- Try calling the kuti occupant to alert them, if you have their telephone number. It may be necessary to a runner to the kutis or 4WD vehicle to inform the occupant of a short notice evacuation. This will occur at the discretion of the nuns' fire warden.

Preparing to leave

- If any persons are still unaccounted for at this point, the CFA should be informed.
- Drive vehicles to carpark and leave them and leave them facing outwards (for quick departure), unlocked with the keys in the ignition. Wind the windows down so the keys don't get locked inside.
- Bring the emergency pack(s).
- Turn off the gas supply (at main valve at tank) and wet down the buildings if there is time.
- The last group to leave should leave the gate open for the CFA
- Phone the BSV to let them know you are coming while *en route* & the police to let them know that we have evacuated.

Alternative evacuation locations of last resort

- Travelling to a refuge or safer place will be dangerous when fire is in the area. There will be a point where it is too late to leave the property (CFA may inform).
- If you take this option, ensure that the road is safe and open.
- Blackwood Community Fire Refuge. 2 Terrill Street, Blackwood (9 minutes drive)
 - *Community Fire Refuges are enclosed buildings that are built or modified to withstand bushfire.*
- Trentham Neighbourhood Safer Place: Camp St. between Cosmo Road and Bowen St. (9 minutes drive)
 - *Most Neighbourhood Safer Places - Places of Last Resort are open-air spaces such as sports ovals, whereas both are last resort options only for when all other plans have failed.*

Caught in the car during evacuation:

Take the following actions if you encounter smoke or flames and are not able to turn around and drive to safety.

- Position the car to minimise exposure to radiant heat:
- Park away from dense bush – try to find a clearing.
- If possible, park behind a barrier such as a wall or rocky outcrop.
- The car should ideally face towards the oncoming fire front.
- Park off the roadway and turn hazard lights on. Car crashes are common in bushfires due to poor visibility.
- Stay in the car and tightly close windows and doors.
- Cover up with woollen blankets and get down below window level – you need to protect yourself from radiant heat which will pass through glass.
- Drink water to prevent dehydration.
- As soon as you become aware that the fire front is close by: Shut all vents and turn the air conditioning off to limit the circulation of toxic fumes caused by burning plastic. Turn off the engine.

Absolute last resort (caught in a fire at NBM)

- Evacuation is the safest option in the case of a fire. Staying may result in trauma, injury and death.
- Expect: blackness, smoke, extreme radiant heat, wind, and noise.
- Put on protective clothing (coveralls, wide-brimmed hat, tough leather gloves, P2 type filter mask, boots, etc- cotton or wool, NOT SYNTHETIC). These should already be in your personal evacuation pack. Take shelter in monks' sangha house
- Lie low and breathe the good air closer to the floor
- Use water from the bathrooms to put out spot fires inside the building.
- Do not seek shelter in a space with only one way out , as this exit may become blocked.
- Other options of absolute last resort: parked car in a clear field, or a ploughed paddock, or a dam. Sheltering in a dam will still leave your head and lungs exposed to heat and smoke.

Returning to the property

- Chief fire warden will declare the emergency over and give permission to re-enter the buildings
- Check with police, fire authorities and your local emergency services before trying to go home.

LONG NOTICE EVACUATION PROCEDURE

Our policy is to evacuate **on the morning** of an **extreme fire warning day**. We will often know about the prediction of an extreme fire warning day in advance due to the CFA's predictions.

During fire season, you should have your important documentation prepared in advance in a small portable pack in the expectation that we will have to evacuate.

- Use the dana roster to call the supporter who is bringing the dana for that day to let them know we will be at the BSV.
- Inform CFA (Fire District 15- West Region) office: 5329 5500 **or** Victorian Bushfire Information Line 1800 240 667
- Inform Trentham Police: 5414 1402
- Leave a message on the telephone answering machine before evacuation.
 - Press "mute" button at right bottom on dial pad.
 - Press right of the round button ("ID") twice until you see "record new greeting".
 - Press "select" button (menu button)
 - Record the following fire warning message:
 - *"You have reached Newbury Buddhist Monastery. Please be advised that due to the extreme fire risk today, all residents have been evacuated to the Buddhist Society of Victoria in Malvern East. Please do not come to the monastery until the fire warning has been removed from the telephone answering machine. All other enquiries can be directed to the BSV on 03 9571 6409."*
 - Press keypad number "5" to end the recording and save your message.
 - To test: press on/off on the answering machine until you hear the message replayed.
- Place notices on Facebook and the website
- Ensure all rooms have their windows closed and doors locked (office and work-shed should be locked).
- Turn off the gas supply and electricity and wet down the buildings if there is time.
- The last group to leave should leave the gate open for the CFA
- Arrange for any guests who live locally to go home.
- Give the emergency phone to a driver without a mobile and leave for the BSV
- All fire wardens to take mobile phones- either their own on NBM's as appropriate.
- The main gate, as well as front and back gates to the monks' area, should be left open for the CFA.
- Monks' side: set sprinkler on timer at each kuti and the sangha house.

After returning to Newbury when the fire-risk is over, please re-record the standard telephone answering machine message

- *"You have reached Newbury Buddhist Monastery. No-one is available to take your call right now. You can leave your name and number after the tone, and we will call you back as soon as possible. Normal office hours for contact are between 8:30am and 10:30am, and between 6pm and 6:45pm in the evenings. Thanks for your call."*

ANNUAL FIRE TRAINING PROCEDURE

- All residents to complete detailed fire training annually via a day workshop before the beginning of fire season. Fire training is to be held annually in the FIRST WEEK OF NOVEMBER to train the community and prepare for the drill.
 - This includes fire extinguisher training for area wardens and long-term residents
 - Fire-fighting training with use of the fire trailer
 - This workshop may also make use of relevant CFA community education resources.

THE AIMS AND MEMBERSHIP OF THE FIRE PLANNING TEAM; THE FIRE TEAM & WARDEN POSITION DESCRIPTIONS

The fire planning team comprises the bhikkhu and bhikkhunī representative, and the chief fire warden, the deputy fire warden, and the monks' and nuns' area wardens.

The fire planning team should meet annually, preferably in the first week of November in preparation for the fire season & to address challenges and plan the drill and education session.

The fire planning team should arrange fire training (see section: *annual fire training procedure*) and an annual short-notice evacuation drill (including preparing vehicles) before the summer bushfire season

In the case of the bhikkhu and bhikkhunī representative's absence: the representative should nominate a deputy.

It is recommended that office bearers should intend to be present at NBM for the duration of fire season.

Position description: chief fire warden

- Develop a comprehensive whole of monastery fire plan
- Chair fire planning team meetings (at least one annually). The meeting should be minuted.
- Check the CFA district fire rating daily during the fire season and Vic Emergency notifications, as well as planned burn notifications.
- Alert monastery residents to total fire bans and restrictions, and notify the CFA of burning where relevant.
- Liaise with the CFA as necessary and to communicate the instructions of emergency services.
- Be aware of local risks and indicators of fire (visible signs of smoke, wind, dry weather, firefighting helicopters) on a daily basis.
- Develop and implement fire training procedures for long-term residents
- Make all residents aware of the identities of all area wardens
- Be aware of laws, by-laws, codes and standards relating to fire and emergency planning and to seek clarification where necessary.
- Oversee management of the siren notification system in conjunction with the monks' and nuns' area wardens.
- To work with the community to request and log such maintenance works as are necessary to lower fire and emergency risk.
 - Fire equipment (extinguishers): every six months

- Chimney flue: every year
- Gas heaters: every 2 years
- Smoke alarms: every year
- Fuel reduction activities as requested by council, including fire break/grass control, especially in the paddocks
- To conduct a whole-of-monastery fire inspection annually before fire season for visible fire risks.

Emergency response duties of the chief warden:

The Chief Warden's duty will be to assume control of the monastery for the safety of its occupants: from the time an alarm is given, through to the arrival of the emergency service, and until emergency service recommendation is given for re-entry to the property.

When notified of an emergency the chief warden or deputy chief warden will respond in accordance with the standard operating procedures kept in the fire plan in the red folder.

In summary, the chief warden will:

- determine the location and the type of emergency in consultation with other wardens where possible
- ensure that the appropriate emergency services are notified
- assess the situation and if necessary, initiate an evacuation and/or control access to the affected areas
- where appropriate, operate the warning system
- accept reports from and delegate tasks to area wardens
- liaise with emergency services personnel on arrival at the scene, providing as much information as possible about the type and location of the emergency, and the progress of the evacuation or other initial response
- assist emergency services personnel to announce when the scene of the emergency is clear for re-entry.

Position description: deputy chief fire warden

- The duty of the deputy chief fire warden is to assist the chief fire warden and fulfil all the tasks of the chief fire warden in his or her absence.

Position description: fire area warden

- The area warden positions are described in the Appendix: "List of Office Bearers".
- Familiarise yourself with the fire plan and evacuation diagrams for your area.
- Maintain evacuation diagram signage for your area
- Maintain fire exits in your nominated area in a clear state (1m clearance) on a **daily basis**.
 - Do not leave fire exits obstructed overnight.
 - Do not allow fire equipment to be obstructed in your area.
- Implement the recommendations of the fire planning team
- To follow the instructions of the chief fire warden and to assist in the event of any emergency.
- To encourage compliance with any maximum occupancy levels within your area (recommended: no more than 2-3 to a bedroom).
- To communicate area-specific risks to the chief warden.

- Maintain the fire siren notification system in conjunction with the chief fire warden.

HOW TO NOTIFY ESTA (TRIPLE ZERO ADMINISTRATION) OF A DRILL

Emergency Services Telecommunications Authority: (03) 8656 1200

Notifying ESTA (Triple Zero Administration) of a drill will prevent false alarms being passed on to the Triple 000 emergency number by concerned neighbours or visitors. ESTA will want to know some details about the drill, such as how many people will be evacuated, where they will be evacuated to, and whether smoke machines will be used. They will also need a start time and an end time, as well as an address. They will be particularly interested to find out if you have the type of alarm that triggers a notification to the fire service (a “monitored” alarm). We don’t have monitored alarms.

EVACUATION OBSERVER'S CHECKLIST

Name of observer:

Date and time of evacuation:

Time siren sounded:

Time all residents accounted for:

Were all members of the fire planning team involved in drill planning? Yes/No

Were residents briefed about evacuation procedure in the lead-up to the drill? Yes/No

Did residents who were in their rooms shut the windows, and lock doors if possible? Yes/No

Did residents re-enter the buildings? Yes/No

Did long-term residents change into boots and coveralls? Yes/No

Did long-term residents bring their personal evacuation kit? Yes/No

Did guests change into jeans/long-sleeved shirts/boots? Yes/No

Did guests bring their personal evacuation kit? Yes/No

Could everyone hear the fire siren? Yes/No

Did the chief fire warden chief fire warden/ nuns' area fire warden bring the bushwalkers books and stay registers? bring the bushwalker's book and stay register? Yes/No

Was everyone clear about their roles? Yes/No

Did residents know who the chief fire warden is? Yes/No

Was the written evacuation procedure followed? Yes/No

Was there any confusion about the evacuation location? Yes/No

Did wardens have access to appropriate communications equipment? Yes/No

Were the container kutis evacuated? Yes/No

Were there bushwalkers? Yes/No

Additional notes:

APPENDIX: ROOM SIGNAGE FOR SHORT-NOTICE EVACUATION DUE TO BUSHFIRE (to be signed clearly in ALL ROOMS)

Attention to residents and guests:

NBM is located on the edge of the beautiful Wombat State Forest. We enjoy the secluded location but there are also some risks associated with staying here. One of them is bushfire, especially in the fire season, which lasts from approximately November to April annually. We have developed the NBM Fire Plan (published online at nbm.org.au and available in hardcopy in the dining hall) to help our community to manage these risks and plan ahead.

Where possible, we will try to evacuate early (long notice evacuation). We evacuate on the morning of an extreme fire warning & we will advise guests as soon as we are aware this will happen (approximately once every year or second year). However, the CFA has advised us that short notice evacuations may also take place where we don't have a lot of notice before we have to leave. The CFA has advised us to expect no more than 30 minutes notice for an evacuation due to bushfire. Bushfires may also begin and spread at night. It is therefore important that you do the following:

-**Read the fire plan** & ask questions if you are unsure

-**Prepare an evacuation kit** which contains your important documents and medicines in an accessible location in case we have to evacuate at short notice

-make sure you have **access to appropriate clothing to wear for a short notice evacuation** (e.g. jeans and long sleeve cotton T-shirt OR coveralls, enclosed shoes, hat, filter mask and gloves). This is to prevent personal injury from inappropriate clothing.

-arrange to **speak to the chief fire warden if you have a condition that may affect your ability to evacuate** (e.g. non-English speaker, mobility impairment, hearing loss, elderly etc) so we can develop a personal evacuation plan for you.

-**log any walks in the bushwalking log book** (so we can account for you if we have to evacuate).

-**report any sightings of smoke or fire** to the chief fire warden, or, in his or her absence, to the deputy or area wardens.

Regards,

The Chief Fire Warden

Updated December 2020.

APPENDIX: LIST OF OFFICE-BEARERS

The fire team consists of the following positions:

- Chief Fire Warden (Dual Sangha)
- Deputy Chief Fire Warden (Dual Sangha)
- Monks' Area Warden
- Nuns' Area Warden